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Security Information

26 August 1953

MEMORANDUM FOR: Chief, General Services

FROM : Chief, RQM/OIS /s/ [REDACTED] 25X1A9a

SUBJECT : Reproduction of Department of State Correspondence

1. During the past year it has become increasingly difficult to meet the operational needs of the CS divisions for copies of Department of State despatches. State's budgetary cut-backs, reducing the reproduction of documents and encouraging the use of despatches in preference to telegrams, now magnifies our continuing difficulty with despatches, and extends it to telegrams as well. In consequence, we urge that you arrange for standard reproduction of these State items in numbers sufficient to meet the justifiable demands of the offices under DDP, as well as the offices elsewhere within the Agency for which we understand that skimpy dissemination is also a problem.

2. Our problem is a two-headed one. First, we need a standard reproduction and distribution of:

a. Three copies of all State despatches (with the exception of Sponge reports where, because of our special interest in the content, we need five copies), and

b. Five copies of all State airgrams and telegrams, and three copies of Joint Weeka's.

Second, and most importantly, we need to be able to call for special supplemental reproduction of as many as 20 copies of selected despatches and cablegrams for onward distribution to foreign stations of CS. //

3. These needs

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3. These needs have been the subject of repeated discussion and correspondence with AD/CD, who has evidenced agreement with the need for larger dissemination, but whose intention to enlarge the dissemination always has got stuck on the fact that CIA lacks sufficient copies. The problem thus becomes one of reproduction. For this reason we are addressing this to you as an endorsement of petitions already made by OCD.

25X1A9a cc: AD/CD  
ATT:

[REDACTED]

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